

Appendix H

Transportation Forms

Form	Description	Form/Report Sent to Schools	Completed Form/Report Due to County	Completed Form/Report Due to OPI
TR-1	Bus Route Information	August (Sept. 10)	October 1	October 15
TR-2	Bus Rider List	August	October 1	
TR-4	Individual & Isolated Contract	March/April	Fourth Monday in June	Fourth Monday in July
TR-5	1st Sem. Individual Transportation Claim	Jan. 15	Feb. 1	Feb. 15
	2nd Sem. Individual Transportation Claim	May 1	May 10	May 24
TR-6	1st Sem. Bus Claim	Jan. 15	Feb. 1	Feb. 15
	2nd Sem. Bus Claim	May 1	May 10	May 24
TR-13	1st Sem. Bus Inspections (Highway Patrol must inspect prior to beginning of semester)	Late May	As Completed	As Completed
	2nd Sem. Bus Inspections (Highway Patrol must inspect before January 31)	Early November	As Completed	As Completed
TR-35	Bus Driver Certificates	As needed	Whenever Driver Renews	Whenever Driver Renews
TR-23	Bus Driver List - 1st Sem.	November		By Feb 1
	Bus Driver List - 2nd Sem.	April		By May 25
	1st Semester Reimbursement	March 25 (end of March)		
	2nd Semester Reimbursement	June 15 (end of June)		
Budget Worksheets		As Needed		

APPENDIX H

Introduction

In order to have a uniform and equal provision of transportation by all districts in the state of Montana, the superintendent of public instruction shall prescribe rules and forms for the implementation and administration of the transportation policies adopted by the board of public education.

Included in this section of the manual:

- The Transportation Forms Calendar

Forms and Descriptions:

- TR-1 Combined School District Application for Registration of School Bus & State Reimbursement

This form provides information for all of the buses used for pupil transportation in each school district. The form allows the district to allocate percentage of use to elementary and high school districts. The TR-1 is the basis, not only for bus specific information, but it also indicates how many students (eligible and ineligible) ride the bus, how long the route is, who owns the bus and what kinds of services are provided.

- TR-2 Pupil List for Buses Transporting Students

This form is to be used in conjunction with Form TR-1, School District Application for Registration of School Bus and State Reimbursement. The district must retain this form for audit purposes.

- TR-4 Individual Transportation Contract

This form provides all of the information required for Individual and Isolated contracts to ensure appropriate reimbursement to parents or individuals that transport eligible transportees to a bus stop or to school.

- TR-5 School District Claim for State Reimbursement for Individual and Isolated Transportation

The superintendent of public instruction prepares this form in February (1st Semester) and May (2nd Semester). The form is a summary of each districts Individual and Isolated Transportation Contracts. The district is required to indicate how many days the student was transported.

- TR-6 School District Claim for State Reimbursement for School Bus Transportation

The superintendent of public instruction prepares this form in February (1st Semester) and May (2nd Semester). The form is a summary of each school districts school bus routes. The district is required to indicate how many days the bus operated and the bus driver social security number.

- TR-13 Montana Highway Patrol School Bus Inspection Form

This completed form is required in accordance with, MCA § 20-10-101. All vehicles that are not approved on the first inspection must be reinspected by the Highway Patrol as soon as all defects are corrected. A school bus must comply with the bus standards established by the board of public education as verified by the department of justice's semiannual inspection of school buses and the superintendent of public instruction. **REMEMBER, only those school buses approved by the inspecting patrolman shall receive state reimbursement.**

- TR-35 Montana School Bus Driver Certificate

School bus drivers are required to comply with qualifications set forth In MCA § 20-10-103, and ARM § 10.7.111 and to file a certificate of compliance with the County Superintendent of Schools.

This certificate indicates that the driver:

- has a minimum of five years licensed driving experience, and is not less than 18 years of age;
- has a drivers license with commercial vehicle operator's endorsement;
- holds a valid basic first aid certificate; and
- has filed a satisfactory medical examination report.

The certificate expires when any of the required documents reach the expiration date indicated on the certificate. Reimbursement will not be made for any days that the certificate is expired. The only exception is for new drivers, which allows 60 days to obtain the basic first aid certificate. Once the certificate expires, a new certificate must be submitted when the requirements are met.

- Medical Examination Report for Commercial Driver Fitness Determination
- Medical Examiners Certificate

The Department has updated the required Medical Examination Report for Commercial Driver Fitness Determination. A copy of the new form is included with this handbook.

- Individual Contract (TR-4) Tips and Reminders

This is a handy little document that will help with most of the questions that a district might have regarding Individual and Isolated Transportation Contracts.